

U.S. MISSION CONAKRY- GUINEA
ANNOUNCEMENT NUMBER: 2016-0010

Michael Lipsett /Acting Management Officer

OPEN TO: ALL INTERESTED CANDIDATES/ALL SOURCES

Position: Generator Mechanic

Opening Date: February 8, 2016

Closing Date: February 22, 2016

Work Hours: Full-time; 40 hours/week

Salary: Salary: *Ordinarily Resident person: 45,721,495 FG p.a. (Position Grade: FSN-4)

Not-Ordinarily Resident (NOR): FP-AA*
***Final grade/step for NORs will be determined by Washington.**

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Conakry, Guinea is seeking an individual for the position Generator Mechanic

THERE IS NO FEE WHATSOEVER TO SUBMIT AN APPLICATION.

CONTACT THE HUMAN RESOURCES OFFICE AT EXT 4178/4458 FOR ANY PROBLEM ENCOUNTERED WHEN DROPPING OFF YOUR APPLICATION.

PLEASE NOTE THAT DUE TO THE HIGH NUMBER OF APPLICATIONS; ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

A BASIC FUNCTION OF POSITION

Incumbent performs level skills in the installation, maintenance and repair of engine generator at the Chancery and all Mission facilities as directed by the supervisor.

A copy of the complete position description listing all duties and responsibilities as well as the application form is available at the US Embassy's main entrance.

REQUIRED QUALIFICATIONS:

1. Completion of elementary school and vocational training or apprenticeship recognized as producing journeyman mechanic skills is required.

2. Two years of journeyman mechanic experience is required.
3. Must have a valid Guinean driver's license.

French and English level II (limited knowledge), reading, writing and speaking is required. **(This will be tested.)**

4. Good working knowledge of various diesel engine repair is required.
(This will be tested.)
5. Must be able to
 - a) identify and repair various diesel engines and schedule PM;
 - b) interpret mechanical graphic and apply recommended procedures;
 - c) locate shops, recommend spare parts, maintain records, site safety, cleanliness, possess personal hygiene.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff Family Member (DS-174), which is available at

- http://conakry.usembassy.gov/job_opportunities.html or at the U.S Embassy's main entrance; **plus**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **plus**
 3. Any other documentation (e.g essays, certificates, awards) that addresses the qualification requirements of the position as listed above

SUBMIT APPLICATION TO

Human Resources Office-ConakryHR@state.gov or at the U.S Embassy's main entrance

Attention: Management Officer
P.O. Box 603
Transversale N0.2
Centre Administratif de Koloma
Commune de Ratoma
Conakry, République de Guinée

POINT OF CONTACT

Telephone: 655 10 40 00 Fax: 224 -655 10 42 97

CLOSING DATE FOR THIS POSITION: Februry 22, 2016

The U.S. Mission in Conakry provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.